



Zobec Trust Company Limited and affiliates provide expertise within the area of trustee, corporate, fund and accounting services. We are seeking an **Accountant and Risk and Compliance Analyst** to join our team.

The successful candidate will:

- Assist in managing the Zobec compliance programme including evaluation and analysis of client data, transaction data, etc.;
- Administration of compliance monitoring and compliance on-boarding functions including FATCA, CRS, KYC and CDD;
- Monitor regulatory compliance risks;
- Review continuing adequacy of policies and procedures and draft relevant updates;
- Monitor impending or developments in the relevant regulatory body and regulatory regime relating to AML/ATF, sanctions, trust and corporate services and relevant international legislation;
- Maintain data privacy program;
- Review and investigate any complaints and recommend resolutions accordingly;
- Conduct investigations of all breaches and non-compliant activities or behaviour and develop and implement corrective action plans;
- Prepare and submit relevant reports to the Compliance Officer, the Deputy Compliance Office, the Committees and the Boards as requested from time to time;
- General Ledger processing, including journal entry postings;
- Preparation of monthly and quarterly financial statement;
- Manage cash and administer accounts payable;
- General accounting administrations;
- Additional ad hoc responsibilities and projects as directed.

Education, Knowledge, skills and experience required:

- University Degree;
- Certified Accounting Designation, ACCA, CPA or similar;
- CAMS certification;
- A minimum of five years recent experience in compliance/internal audit;
- Working knowledge of the Bermuda Proceeds of Crime regulations;
- Strong attention to detail;
- Excellent client communication (both oral and written) and interpersonal skills;
- Ability to manage multiple projects, work to meet tight deadlines with minimum supervision and a willingness to work extended hours outside of normal business hours as necessary.

Interested applicants must possess a proven record of integrity and excellent work references related to the position applied for, as all references will be verified. Please submit CV and at least two (2) supporting employment references to:

Zobec Trust Company Limited, P.O. Box HM 926, Hamilton HM DX, Bermuda

Tel: 441 295 1393

Email: HR@zobec.bm

Closing Date: 6 September 2022